

## Field Trip Planning Guide

### Thinking About a Field Trip

- *Visit the Center!* Did you know that teachers can get in free anytime, any day with their teacher identification? Consider visiting the Center to help you decide how you would like to focus your field trip. What subjects are you covering? Would you like your class to study a particular exhibit or schedule a particular demonstration? Would you like to see an IMAX or a planetarium show?
- *Attend a Free Teacher Orientation Workshop.* If you would like more assistance on planning your field trip, please attend *Making the Most of Your Field Trip*, our **free** planning workshops at the Arizona Science Center. More information is available at [http://www.azscience.org/focused\\_field\\_trips.php](http://www.azscience.org/focused_field_trips.php).

### Before You Call to Make Your Reservation

- Check out the Arizona Science Center website at <http://www.azscience.org> to determine the dates of upcoming exhibitions, IMAX films, and planetarium presentations.
- Pick three potential days for your school trip that work with your school calendar.
- Decide roughly what time you would be able to leave and how long it will take you to reach the Science Center.
- Find out whether your school buses will be available on those days.
- Confirm permission for the trip with your school administration.

### Making Your Reservation

- Call our Reservations Department at 602-716-2028 from 8:00 a.m. to 4:30 p.m.
- The reservationist will need to know the following information:
  - Field trip date
  - Time of arrival
  - Contact person
  - School name
  - School address
  - Contact phone #
  - Grade level
  - # of students
  - # of chaperones (1 to every 5 students minimum)
  - # of teachers
  - Any special needs your group may have
  - If you are planning to take a Focused Field Trip

### Paying for Your Trip

- Is your school Title One? If so, you may qualify for a free focused field trip; visit [http://www.azscience.org/focused\\_field\\_trips.php](http://www.azscience.org/focused_field_trips.php) for information.
- If you don't qualify for our Free Schools admission program, we are still pleased to present group rates that represent a substantial discount off our regular admission.
  - These rates are good for groups with at least 15 people.
  - Admission to the Science Center is \$6 per person (teachers are free).

- Demonstrations can be booked for your group if you have completed a free *Teacher Orientation Workshop*.
- Planetarium presentations and IMAX films are an additional \$2 per person (teachers are free).
- After your reservation is made, we will mail you an invoice. Your payment must be made two weeks before your visit to ensure the group rate and space availability.
- You must notify us 14 days before your scheduled visit to receive a refund or credit toward another date. **Any cancellations or changes within 14 days of the scheduled visit will not receive a refund or credit. Payment in full is expected for the number reserved, even if the individuals do not attend.**
- No coupons will be accepted for those receiving group rates. Memberships can be used for the named individuals only.

### Before Your Trip to the Arizona Science Center

- Designate a group leader.
- In order to have an enjoyable, safe visit, all students need adequate supervision. Our guidelines require one adult for every five children.
  - Distribute a chaperone guide ([http://www.azscience.org/field\\_trips.php](http://www.azscience.org/field_trips.php)) to those individuals assisting with your trip. The chaperone guides are available in English and Spanish.
  - Tell all of your chaperones when to meet you at the school or at the Center.
  - Give them a copy of your day's agenda: arrival time, scheduled shows and demonstrations, lunch time, and departure time.
  - Give your chaperones copies of the *Investigations* if they are taking a Focused Field Trip.
- Decide whether you will be bringing your lunches or buying them at the Center.
  - We will provide a non-refrigerated storage area for lunches; you may want to put the students' names on their lunches in advance. To expedite your entry, we ask that you pack student lunches in a large box or bin.
  - CityBakery (open 10 a.m. to 4 p.m.) has a variety of healthy lunch choices; you can save a substantial amount of wait time by placing advance orders at 602-257-8860.

### What to Expect During Your Visit

- *Arrival*
  - Buses should proceed to Monroe Street and enter Heritage Square North. Drivers will be directed by Guest Experiences staff (in blue shirts). Buses may then exit via Heritage Square West, and park at the Civic Plaza East Garage on the southwest corner of Washington and 7<sup>th</sup> Street. (See map provided by reservations department.)
  - Our Guest Experiences staff will meet your group outside and bring you in for an orientation to the Science Center. If you do not see an employee, please send an adult into the lobby to request a greeter.
  - We will have an area set up with a sign for your lunches, located on the first floor inside the Center.

- *Check In*
  - The Group Leader should provide an exact count of the number of people (students, chaperones, and teachers) in your group.
  - Your greeter will provide stickers for each member of your group. These will allow you to come and go from the Center throughout the day. They should be placed on each individual's shirt or blouse in plain sight.
  - Your group will receive a brief orientation and will have the opportunity to ask questions before you start exploring the Science Center.
- *During the Visit*
  - Please make sure all of your chaperones are aware of any demonstrations, planetarium shows, or films for which you are scheduled. Your group should be lined up approximately 10 - 15 minutes before the show time.
  - Please encourage your students to explore our exhibits and investigate the scientific principles displayed.
  - Please encourage the chaperones and students to talk about their discoveries and to ask questions of the Science Center staff.
  - Please encourage your entire group to take on the *Investigations* in our Focused Field Trip materials (<http://www.azscience.org/teachers/materials.html>).
  - For everyone's safety, no running or rough play is permitted.
  - All students must stay with their chaperones throughout the visit.
  - We want all of our visitors to enjoy their experience at the Arizona Science Center and expect all of the students to respect other visitors. Chaperones and teachers are responsible for their group's behavior. We reserve the right to remove any individual or group refusing to comply with reasonable standards of behavior.

If you have any questions, please contact us!

Reservations: (602) 716-2028; [reservations@azscience.org](mailto:reservations@azscience.org)

General Information: (602) 716-2000

Fax: (602) 716-2099

Website: [www.azscience.org](http://www.azscience.org)